



2015 EEOC EXCEL Conference Registration Form

August 10 - August 13, 2015

Attendee Information:

First Name: _____ MI: _____ Last: _____

Title: _____

Organization: _____ SubOrg: _____

Address: _____

City: _____ State: _____ Zip: _____ Fax No. () _____

Business Telephone: () _____ (☐ if TTY, please check) Email Address: _____

Do you require a reasonable accommodation, due to a disability, in order for you to attend this program?

☐ Yes Describe accommodation requested _____

EXCEL Conference (Price):

Regular:

☐ EXCEL Conference Only (\$1,245)

Pre Conference (Monday August 10, 2015):

- ☐ Investigator Refresher Track (\$199)
☐ Counselor Refresher Track (\$199)
☐ Advanced Litigation Before the MSPB & EEOC Track (\$199)

EXCEL Conference with Specialty Tracks (Price):

Regular (\$1,444) (Select Only One Track):

- ☐ Conference and Hearing Preparations Track ☐ Conference and MD-715 Track

Payment Information:

☐ Credit Card ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

Account # _____

Expiration Date: _____

Cardholder Name (please print): _____

Signature: _____

Security Code: _____

Cardholder Email address: _____

☐ Check Payment: (Send Payment and Registration Form)

EEOC Training Institute, 6841 Elm Street #1092, McLean, VA 22101

Select Your Workshops:

Workshop I: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H

Workshop II: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H

Workshop III: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H

Workshop IV: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H

Workshop V: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H

Workshop VI: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H

Workshop VII: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H

Workshop VIII: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H

Workshop IX: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H

Have you attended an EEOC sponsored seminar, course or conference in the past 5 years? ☐ Yes ☐ No

Your Position Category:

- ☐ Attorney, Attorney Rep ☐ Mediator, ADR
☐ EEO Director, Manager, Supervisor
☐ EEO Professional (Investigator, Counselor, Specialist)
☐ HR Director, Manager, Supervisor
☐ HR Professional/Staff ☐ Other Manager, Supervisor
☐ President, CEO, Owner ☐ Union Representative
☐ Other _____

How did you learn about our seminar?

- ☐ Brochure in mail
☐ Colleague ☐ SHRM
☐ EEOC event
☐ Email ☐ Website/Internet
☐ Professional Organization ☐ Newspaper /Radio Ad
☐ Other _____

2015 EEOC EXCEL TRAINING CONFERENCE REGISTRATION POLICY INFORMATION

PLEASE FILL OUT A SEPARATE REGISTRATION FORM FOR EACH REGISTRANT.

REGISTRATION:

The EEOC Training Institute has updated our registration policies and practices to provide our registrants with easy access to online registration and to facilitate our new **pre-payment policy**. To ensure your place at the conference, you will want to register for the event as early as possible. **Late registrations will be accepted on a space-available basis.**

The following information is required to complete the online registration: Participant's contact information, including name, current phone number, job title, current e-mail address, and payment information.

PRE-PAYMENT IS REQUIRED.

Allow at least 3 business days for the processing of your registration.

There are three ways to submit your registration and payment information:

1. **Mail to:** EEOC Training Institute, 6841 Elm Street #1092, McLean, VA 22101
2. **Fax to:** (518) 615-8422
3. **Send a PDF:** of your registration and purchase order to: eeoc.traininginstitute@eeoc.gov

If you have any questions about registration please call: (703) 291-0880 (TTY 1-800-828-1120) or email us at eeoc.traininginstitute@eeoc.gov.

Space is limited! So please REGISTER EARLY, preferably two weeks prior to the conference. **On-line registration will close 2 days before the event.**

CONFIRMATION: Registrants will receive confirmation upon receipt of complete registration form and payment information. **If registrants do not receive an email confirmation**, call our customer service representatives at 703-291-0880 to verify that the registration has been processed and the individual(s) is/are confirmed for the event. **All Registrants should bring a copy of their confirmation email with them to the conference.**

REASONABLE ACCOMMODATION REQUESTS: Please describe your accommodation needs due to a disability on the registration form and we will respond to you.

HOTEL ARRANGEMENTS: The conference hotel is the Washington Hilton, 1919 Connecticut Avenue, N.W., Washington, D.C. 20009 United States Phone: [1-800-HILTONS](tel:1-800-HILTONS). A Guest Service Agent will ask for the group code which is **"EEOC."** Registrants are responsible for their own hotel and travel arrangements. For your convenience please click on the link below:

https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=13882001

EEOC has been advised by the Washington Hilton that the hotel is paying a commission to an event planner in connection with the rooms booked for the 2015 EXCEL conference; however, this will not affect the rate charged to attendees, which will be the GSA per diem lodging rate for Washington, DC of \$162.00 per night.

CANCELLATIONS/NO-SHOW POLICY: Cancellations received more than ten (10) business days prior to the conference are eligible for a refund, less a \$100 processing fee. If the cancellation is received less than 10 business days prior to the conference, the registrant will be responsible for the full conference fee. **No Shows are not eligible for a refund.** If a Registrant cannot attend, substitutions can be made prior to the beginning of the conference by contacting the EEOC Training Institute.